

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING
P.O. Box 187019
Sacramento, CA 95818



Employee Name	MORGAN, Brett
Expense Dates	12/23/09-02/19/10
Total Expense Amount	168.65
Amount Due Employee	168.65
Form ID	TEA000605428

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 02/19	Lodging	92.40	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
2)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Approved
by: _____

MATTHEW L CATE

Travel & Expense Account Summary

Employee Name Brett MORGAN
Expense Dates 12/23/09-02/19/10
Report Name Dec 09-Feb 10 TEC

Request Total \$ 168.65
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 168.65

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	VSPW & CCWF	142.40
Regular Travel	San Quentin	8.00
Regular Travel	Galt Training	14.50
Regular Travel	Dec 09	3.75

NOTE: (d)=Direct Charge

DATE	Wed Dec 23									TOTAL
Parking, Auto	3.75									3.75
TOTALS \$	3.75									3.75

DATE	Tue Jan 12									TOTAL
Mileage, Personal Auto	14.50									14.50
TOTALS \$	14.50									14.50

DATE	Sat Jan 23									TOTAL
Bridge Tolls	8.00									8.00
TOTALS \$	8.00									8.00

Travel & Expense Account Summary

DATE	Thu Feb 18	Fri Feb 19								TOTAL
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Breakfast		6.00								6.00
Incidentals		6.00								6.00
Lodging		92.40								92.40
TOTALS \$	28.00	114.40								142.40

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Dec 09	12/23/09	Parking, Auto	3.75	Cash
Regular Travel	Galt Training	01/12/10	Mileage, Personal Auto	14.50	Cash
Regular Travel	San Quentin	01/23/10	Bridge Tolls	8.00	Cash
Regular Travel	VSPW &	02/18/10	Lunch	10.00	Cash
Regular Travel	VSPW &	02/18/10	Dinner	18.00	Cash
Regular Travel	VSPW &	02/19/10	Breakfast	6.00	Cash
Regular Travel	VSPW &	02/19/10	Lunch	10.00	Cash
Regular Travel	VSPW &	02/19/10	Incidentals	6.00	Cash
Regular Travel	VSPW &	02/19/10	Lodging	92.40	Cash

City of Sacramento

Parking Services

Customer Service

Phone: (916) 808 5110

Fax: (916) 808 5115

Receipt 0271/3007/836 12/23/09 11:48:37

!!!! Copy !!!!!

010100 Transient Ticket \$ 3.75

Entered: 12/23/09 10:24

Paid: 12/23/09 11:48

Length of stay: 0 Dy 1 Hr 24 Min

Total Amount \$ 3.75

Credit Visa \$ 3.75

Tax 0.00 % \$ 0.00

Visa

MORGAN/BRETT 1001A%SU

Amount = \$ 3.75

Card Number: XXXXXXXXXXXX8958

Authorization Code: 04087C

** Thank you **
** Open 24 hours **

TOLL RECEIPT

California Department of Transportation

SF - Oakland Bay Bridge

Please Don't Drink & Drive!!

01/23/10 10:54:04 LANE: 10 ID: 044
CLASS: 12 \$ 4.00 CASH

TOLL RECEIPT

California Department of Transportation

CALTRANS - ATCAS
Carquinez Strait Bridge

Thank You !!

01/23/10 14:51:58 LANE: 12 ID: 460
CLASS: 12 \$ 4.00 CASH



02-19-10

Brett Morgan	Folio No.	: 9658	Room No.	: 318
	A/R Number	:	Arrival	: 02-18-10
	Group Code	:	Departure	: 02-19-10
	Company	: Prison Industry Authority	Conf. No.	: 60070416
	Membership No.	:	Rate Code	: IMSTI
	Invoice No.	:	Page No.	: 1 of 1

Date	Description	Charges	Credits
02-18-10	*Accommodation	84.00	
02-18-10	Tax	8.40	
02-19-10	Visa XXXXXXXXXXXXX8958		92.40
Total		92.40	92.40
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.